

<b>TRANSMITTAL SLIP</b>		DATE <u>8/12</u>
TO: <u>EO/DDA</u>		
ROOM NO.	BUILDING <u>BY-4</u>	
REMARKS:		
<b>FROM:</b> D/ODP/DDA 2-D-00 HQS. <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px; vertical-align: middle;"></span>		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

STAT

81-1688/3

ODP 81-1075  
17 August 1981

MEMORANDUM FOR: Executive Officer, DDA

FROM: Bruce T. Johnson  
Director of Data Processing

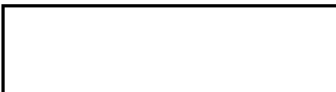
SUBJECT: Directorate of Administration Office Directors  
Conference

REFERENCE: Your memo dtd 11 Aug, same subject (DD/A 81-1688)

*John*

In response to reference, the following topics occur to me as being of possible interest to the Office Directors when they meet in October:

1. The impact of the NFAC reorganization on the DDA.
2. The DDA long range planning process.
3. Tracking progress toward objectives in the DDA.
4. Update on space allocation.
5. Update on planning for the new building.
6. Improving services of all kinds for personnel located in remote buildings in the Headquarters area.



Bruce T. Johnson

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